SANTA CLARA CITY LIBRARY

craigslist Search Skills

CRAIGSLIST FACTS

Started as a hobby by Craig Newmark in 1995

- More than 50 billion page views per month
- Used by 70
 million people
 each month
- 100 million ads posted each month

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craigslist: the basics

2013

What is *craigslist*?

Local classified advertisements and forums for more than 700 cities in over 70 countries worldwide—community moderated and largely free *



What can I find there?

Jobs, housing, goods, services, shared rides, romance, classes, local activities, advice—just about anything

How much does it cost?

All *craigslist* postings are free, except for job postings in 28 metro areas, brokered apartments in New York City and therapeutic services in the U.S.

Those seeking jobs will **not** be charged.

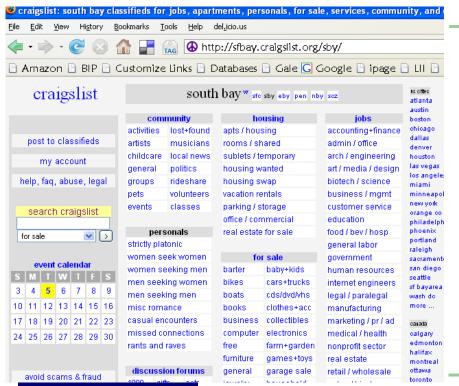
Where do I find it?

If you are shopping or connecting locally, it is best to go to http://sfbay.craigslist.org/sby/. Type in the exact URL or better yet, use Google: just type *craigslist south bay*. This site covers the San Francisco Bay Area, emphasizing South Bay locations, like Santa Clara.

Why do I need an email address?

A lot of posts in *craigslist* communicate by email messages. Your email address may be masked with a *craigslist* anonymous address, but responses are forwarded to your email account. If you'd rather not receive replies by email, select "do not show any email address" and provide other contact information in the posting description.

*Responsibility for the content of *craigslist* rests with those who post on *craigslist* and the *craigslist* staff.



Shopping on *craigslist*

With more than 50 billion page views per month, this is the place for getting noticed. Sellers are wise to post on *craigslist* with so many shoppers taking a look. The section in the middle on the left points to items for sale. Search for items of interest by categories, such as barter, bikes, boats, books, business, and so on.

Just select your category of interest and start reading posts which are conveniently arranged newest to oldest.

Job Hunting on craigslist

More than two million new jobs are posted on *craigslist* monthly. They don't become stale, since listings expire after thirty days in the San Francisco Bay area and many other cities. Search this section like you did for the **for sale** items.

Forums—More than 200 million user postings in 100 topical forums.

Copy (Ctrl + c) and Paste (Ctrl + v)

Using these convenient key stroke combinations is a critical skill for communicating with advertisers on *craigslist*. Those posting to *craigslist* are assigned a PostID. This is sometimes the only way to communicate with the person offering the job, service, item for sale or for free. To contact the advertiser, just highlight the email address, press both keys, Ctrl and c (Copy) and move to your own email address, position the I beam in the To: address line and press both keys Ctrl and v (Paste). The address should copy in identically. Go on to send your message to the advertiser.

Please note: At Santa Clara City Library, one is not able to Reply to the posting by selecting the link. Use the above technique to contact the seller.

"We find no real satisfaction or happiness in life without obstacles to conquer and goals to achieve."

-Maxwell Maltz

Posting on *craigslist*

The simplest way to post on *craigslist* is the following:

- Select post to classifieds from the craigslist home page
- Choose the type of posting, such as job offered, for sale, item wanted, event
- Choose a final specification such as, type of job
- Choose a neighborhood
- Enter the posting information, including a catchy title
- Agree to the Terms of Use
- After reviewing your post and editing it as necessary, publish your post
- craigslist will send you an email confirmation from which you can choose to post.

Create a *craigslist* account if you don't want to wait for the confirmation message. With an account your classified will be posted instantly.

Creating a *craigslist* account

Start by going here to set up a free account: https://accounts.craigslist.org/login/signup

- You will be sent an email that contains a link.
- Clicking on this link will take you to a page to enter a password.
- Craigslist leads you through the process step by step. Once you have completed all of the required fields, click "continue" at the bottom. Here you can review what your post will look like. If you need to make changes, click "Edit." When everything looks the way you want it, click "continue." Your post will appear on the site in approximately fifteen minutes. Still having trouble? Try the Help Desk discussion forum.

Best-of-craigslist

Selected by users of *craigslist*, these are sometimes useful, humorous, clever, or witty entries; however, postings may be explicitly sexual, scatological, offensive, graphic, tasteless, and/or not funny.

Try: Tips for Applying to a Job on Craigslist Oct. 4, 2005

Try: 2 October 2010 Free 17' Canoe **NOT seaworthy**

craigslist is available in Catalan, Danish, Dutch, English, Filipino, French, German, Italian, Norwegian, Portuguese Spanish, Swedish and Turkish.

Other Languages

Find these by using the Search box or just search it using Google

Personal Safety Tips: Avoiding Scams & Frauds

"The overwhelming majority of *craigslist* users are trustworthy and well-intentioned. But with the billions of human interactions facilitated through *craigslist*, the incidence of violent crime has been extremely low. Nevertheless, it is very important to take the same precautions online as you would offline. When meeting someone for the first time, please remember to:

- Insist on a public meeting place like a café
- Tell a friend or family member where you are going
- Do not meet in a secluded place, or invite strangers into your home
- Be especially careful when buying/selling high value items
- Take your cell phone along if you have one
- Consider having a friend accompany you
- Trust your instincts.

Taking these simple precautions helps make *craigslist* safer for everyone. - Taken directly from craigslist

For more information about personal safety online, check out these resources:

https://www.getsafeonline.org/protecting-yourself/job-searching/

Getsafeonline.org

Federal Trade Commission, Money Matters, Job Hunting Scams http://www.ftc.gov/bcp/edu/microsites/moneymatters/jobs-hunting-scams.shtml

craigslist tips

craigslist itself provides simple, clear information about buying, selling, and contacting others through *craigslist*. Visit **about us** and **help** found in the lower left corner of the first web page.

www.getrichslowly.org

Useful tips from this site include the suggestion that you may want to create an email address just for your *craigslist* activities, since your email address will be revealed after multiple contacts.

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